

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

LEGAL SECRETARY

Office of the State Public Defender
801 K Street, Suite 1100
Sacramento, CA 95814
(916) 322-2676

OPEN SPOT EXAMINATION

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

SPOT EXAM FOR
SAN FRANCISCO 9DE14

FINAL FILING DATE: April 10, 2009

HOW TO APPLY

Applications may be filed in person or by mail with:
Office of the State Public Defender
Testing Unit
801 K Street, Suite 1100
Sacramento, CA 95814

(See General Information on where to obtain an application.)
DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

QUALIFICATIONS APPRAISAL INTERVIEW

No written test is required. The entire examination will consist of an interview. It is anticipated that interviews will be scheduled in April or May.

SALARY RANGE: Range A \$3038 - \$3692
Range B \$3190 - \$3878

A recruitment and retention differential pay will apply in San Francisco counties.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be used to fill vacancies in San Francisco. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

THE POSITION

The Legal Secretary performs the full range of legal secretarial work. Under general supervision, as a member of a legal support secretarial team, incumbents perform difficult legal secretarial duties for four or more attorneys and/or professional staff.

Positions exist with the Office of the State Public Defender in San Francisco.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the cut-off date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base and applicable classification titles. **Note: your experience performing a full range of secretarial duties must clearly be described on your application.**

EITHER PATTERN I

One year of experience in the California state service performing the duties of a Senior Legal Typist, Range B.

OR PATTERN II

Two years of experience in a private law firm, corporation law office, or a legal program in a governmental agency performing a full range of legal secretarial duties, which requires the preparation of legal documents for filing and service. [(1) Academic education above the 12th grade may be substituted for six months of the required experience on the basis of either (a) one year of the general education being equivalent to three months of the required experience; or (b) one year of education of a business or commercial nature being equivalent to six months of the required experience; or (2) Completion of a certificated legal secretarial program at either a regionally accredited college or a business school approved by the Bureau of Private Postsecondary and Vocational Education and accredited by the Accrediting Council for Independent Colleges and Schools may be substituted for one year of the required experience.]
(Candidates who are within six months of satisfying the experience requirement for this class will be admitted to this examination, but they must fully meet the experience requirement before being eligible for appointment.)

SPECIAL REQUIREMENTS

The ability to type at a rate of 45 words per minute and transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine is required. Successful competitors will be required to provide proof of proficiency prior to appointment.

EXAMINATION INFORMATION

A candidate may be tested only once during any 12-month period.
This examination will consist of a qualifications appraisal interview only. To obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%
Scope: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
1. Technical legal terms and various forms and documents and their processing.
 2. Modern office methods, supplies, and equipment.
 3. Business English and correspondence.
 4. An understanding of the judicial process, Department and legal procedures and practices, and multiple and specialized areas of law.
 5. Proper format of State and Federal citations.

VETERANS PREFERENCE CREDIT will be granted.
(See "General Information" on the back of this bulletin for additional information.)

SEE REVERSE SIDE FOR MORE INFORMATION

EXAMINATION INFORMATION (continued)

B. Ability to:

1. Type at a speed of 45 words per minute.

2. Read and write English at a level required for successful job performance.

3. Establish and maintain effective working relationships.

4. Prepare correspondence independently.

5. Perform difficult legal clerical work including the ability to process a large variety of legal documents, spell correctly, use good English, and make arithmetic computations.

6. Transcribe accurately difficult dictation involving a variety of legal terms from a dictating machine.

7. Communicate effectively.

8. Follow directions.

9. Analyze situations accurately and take effective action.
10. Type, format, file, and serve legal pleadings in multiple jurisdictions, including State, Federal and appellate courts, or Office of Administrative Hearings.

11. Independently perform complex clerical and legal secretarial work.

12. Coordinate and schedule legal services.

13. Screen mail, visitors, and telephone calls and take appropriate action.

14. Interact with courts, administrative agencies, governmental entities co-counsels, opposing counsels, or witnesses as directed by the attorney ensuring deadlines are met.

15. Compose correspondence.

16. Give information and provide assistance using good judgement and discretion.

17. Maintain case and administrative files and records.

GENERAL INFORMATION

Applications are available at the State Personnel Board office or on their website (www.spb.ca.gov), local offices of the Employment Development Department and the Office of the State Public Defender.

For an examination without a written feature it is the candidate's difficult to contact the Testing Unit in Sacramento, (916) 322-2676 six weeks after filing if he/she has not received a progress notice.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of the State Public Defender reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and San Francisco. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire after a period of one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans preference credit will be added to the final score of all open competitors in the examination who qualify for, and have requested, these points and who are successful in all parts of the examination. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

OFFICE OF THE STATE PUBLIC DEFENDER

Testing Unit
801 K Street, Suite 1100
Sacramento, CA 95814
Telephone: (916) 322-2676

California Relay (Telephone) Service for
the Deaf or Hearing Impaired:
From TDD Phones 1-800-735-2929
From Voice Phones 1-800-735-2922